

School Food Safety Plan Based on the
Process Approach to HACCP Principles
2005/2006

_____ School

Table of Contents:

Description of Program Overview and Facility

Food Preparation Action Plan

Menu Items by Process with Control Measures and CCP's

Standard Operating Procedures

Monitoring

Corrective Action

Recordkeeping

Review

School Food Safety Program Review Checklist

Description of Program Overview and Facility:

Average Daily Participation

Breakfast:

Lunch:

School Food Service Staff

Manager:

Staff:

Kitchen Equipment:

Menu:

Food Preparation Action Plan:

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCP's):

Staff:

MENU ITEMS SORTED BY PROCESS

[illegible]

Process 1-No Cook

Keep food below 41 degrees Fahrenheit

[illegible]

Control measures:

CCP:

Cold holding-Critical limit is 41 degrees F or below

SOP:

Keep food out of the temperature danger zone

Personal hygiene

Washing Fresh Fruits and Vegetables

Receiving

Date mark ready-to-eat food

Using suitable utensils when handling ready to eat foods

Washing Hands

Holding Hot and Cold Potentially Hazardous Foods

Process 2-Cook and Same Day Serve

**Cook to correct temperature. Serve at 135 degrees F or above.
Cool to 41 degrees F within allotted time.**

MENU ITEM	Recipe #	Cooking /Cooling Temperature

Control Measures:

CCP:

Cooking to destroy bacteria and other pathogens (CCP's with corresponding Critical limits are noted above).

SOP:

Limit time in the danger zone

Cooking

Cooling

Hot and cold holding or limiting time in the danger zone

Washing Hands

Personal Hygiene

CRITICAL LIMITS:

165 DEGREES

155 DEGREES

145 DEGREES

135 DEGREES

Process 3- Cook, Cool, Reheat, Serve
Limit time in the Danger Zone (41-135 degrees F)

MENU ITEM	Recipe #	Cooking Temperature	Cooling Temperature	Reheating Temperature

Control Measures:

CCP:

Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)

Reheating for hot holding or serving, if applicable (CCP's and critical limits are outlined above)

SOP:

Limit time and temperature in the danger zone

Cooling

Cooking

Hot and cold holding or limit time in the danger zone

Washing hands

Personal hygiene

CRITICAL LIMITS:

165 DEGREES

155 DEGREES

145 DEGREES

135 DEGREES

<u>RECIPES CONTROLLED BY SOP's</u>	<u>RECIPE #</u>

Standard Operating Procedures:

Standard Operating Procedures for _____ are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs

1) Facility-Wide

- a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - h)
 - i)
 - j)
 - k)
- 2) Purchasing**
 - 3) Receiving**
 - 4) Storing**
 - 5) Prep**
 - 6) Cooking**
 - 7) Cooling**
 - 8) Reheating**
 - 9) Holding**
 - 10) Transporting**

Monitoring:

Manager Responsibilities:

Food Service Staff Responsibilities:

Corrective Actions:

Documenting Corrective Actions:

Training:

Corrective Actions:

EVENT	CORRECTIVE ACTION

Record Keeping:

Documentation

Documentation Schedule

Food Production Records

- End Point Cooking Temperature
- Time and Temperature for Holding

Equipment Temperature Records

- Receiving Logs
- Freezer Logs
- Cooler Logs
- Thermometer Calibration
- Storage Room Logs

Review Records

- Food Safety Checklist
- Manager's Checklist

Training Logs

Corrective Action Records

Staff Responsibility:

Recordkeeping Procedure:

Review of the School Food Safety Program: